

# ANNUAL FIRE ALARM INSPECTION PROTOCOL

**Pre Test** Contact alarm company and fire department. Inform them of the test. Record name or dispatcher badge number and time on inspection report.

## Visual Inspection

- 1) Check that control panel fuses, lamps and primary power breaker are marked and locked.
- 2) Check batteries for proper connectors, corrosion and overall appearance.
- 3) Check remote annunciators; zone locations should be listed.
- 4) Check transmitters and phone lines.
- 5) Walk the building; check smoke detectors, heat detectors, fire alarm pull stations, flow switches, pressure switches, duct detectors, sprinkler tamper switches and any other interfaced fire alarm equipment. All should be checked for excessive dirt, physical damage, improper installation, missing devices, physical obstructions or any obvious problem.

- Test**
- 1) Test control equipment.
    - a) Check lamps to see that they all light.
    - b) Remove secondary power. Operate system alarms under full load. All alarm appliances. (bells, horns and strobes)
    - c) Batteries are to be tested by removing all primary power, operate system under full load for 5 minutes.
    - d) Test trouble signals on any disconnect switch, alarm silence switch or any isolating switch. All should indicate trouble when activated.
    - e) Test system ground fault detection.
    - f) Test transmission of signals to off-premises location for trouble and alarm.
    - g) Test panel supervision by removing any circuit monitored for integrity.
  - 2) Test all initiating devices.
    - a) Test all restorable heat detectors with a heat source per the manufacturer's recommendation. Heat for no more than 20 seconds - should alarm within one minute.
    - b) Check the date of non-restorable detectors. They should be replaced after 15 years.
    - c) Manual pull fire alarm boxes shall be tested by operating them.
    - d) Test smoke detectors in place with listed aerosol to ensure smoke entry into the sensing chamber.
    - e) Duct detectors shall be tested to ensure the device will sample the airstreams.
    - f) Projected Beam Detectors shall be tested by using an optical filter.
    - g) Sprinkler switches shall be operated.
  - 3) Test all notification devices.
    - a) All alarms shall be sounded and a sound pressure level shall be measured and recorded.
    - b) All visible appliances shall be tested.
  - 4) Test transmission equipment. Send signals to the receiving party. Verify all signals received.
  - 5) Test that annunciator is working properly and reporting accurately.
  - 6) Test supervised circuits by removing a wire from a device. The panel should go into trouble.
  - 7) Test that smoke doors close on alarm.

- Final**
- 1) Put system back on line.
  - 2) Contact fire department to inform them the test is complete and the system is on line. Record dispatcher name or badge #.
  - 3) Inform responsible party of test completion. Show them the system is back on line.

**Note** Sensitivity testing is not part of this test and should be conducted in two year intervals.

As per NFPA72 standard for the National Fire Alarm Code.



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